

Language Aspects of Your Paper



Rule of Thumb for Preparing Your Paper

- Prepare your paper so that you could put it in an attractive binder to show your employer the value of your WGU Information Technology degree.
- Alternately, you could show it to a potential employer as an example of the kind of work that you do.

The Language aspects of the upper-division IT assessments

Technical Writing

Portfolio

Capstone

Four language aspects of your paper are graded.

Communications holistic:

Is the paper clear and easy to understand?

Mechanics (format, grammar, punctuation, spelling, etc.):

Does the paper contain errors of grammar, punctuation, or spelling?

Style (word choice, sentence structure, etc.):

Is the paper characterized by varied sentence structure, vivid vocabulary, and accurate word choice?

APA Format (citations, references, etc.):

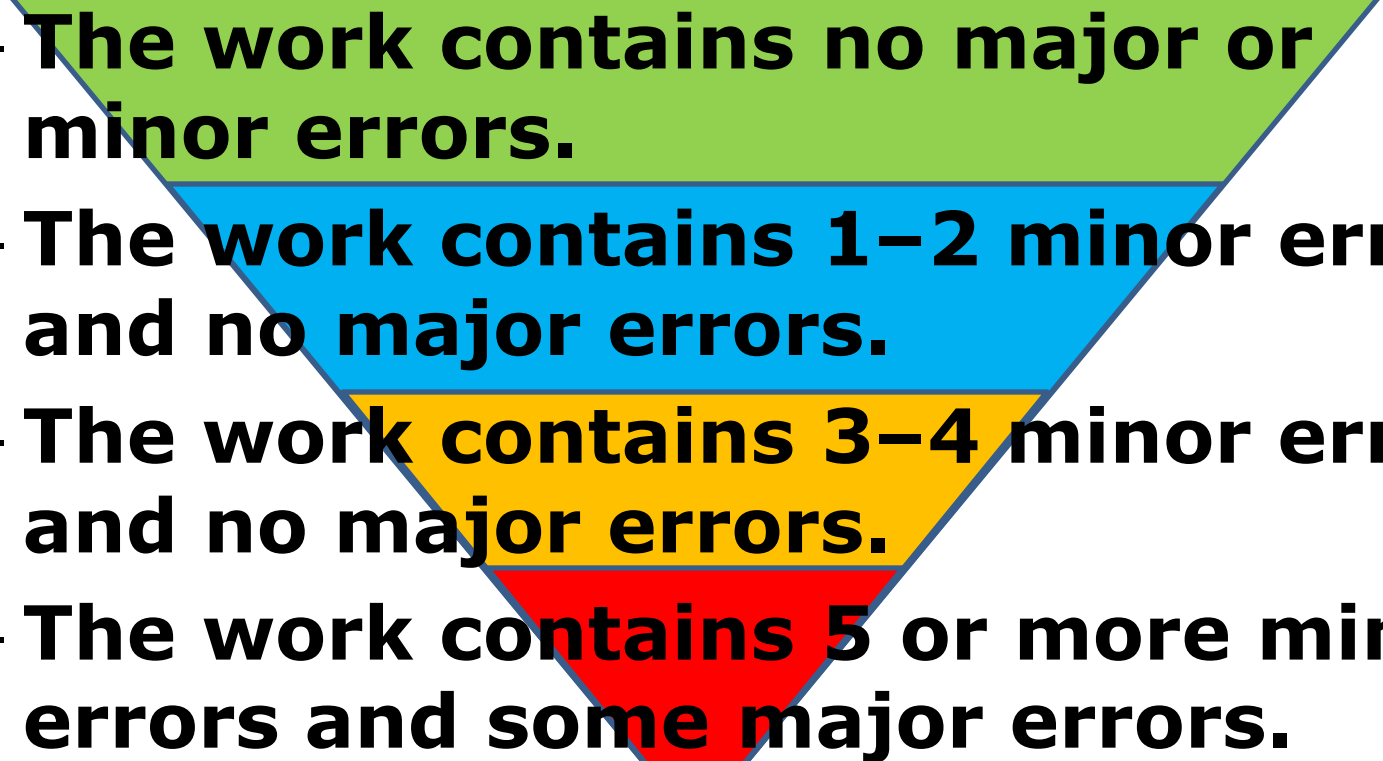
Does the paper demonstrate use of appropriate APA formatting guidelines?

Language-related rubric aspects

- **Communications holistic**
 - **The work is extremely clear and easy to understand.**
 - **The work is easy to follow and understand.**
 - **The work needs clarification and other revision.**
 - **The work is difficult to follow and is confusing.**

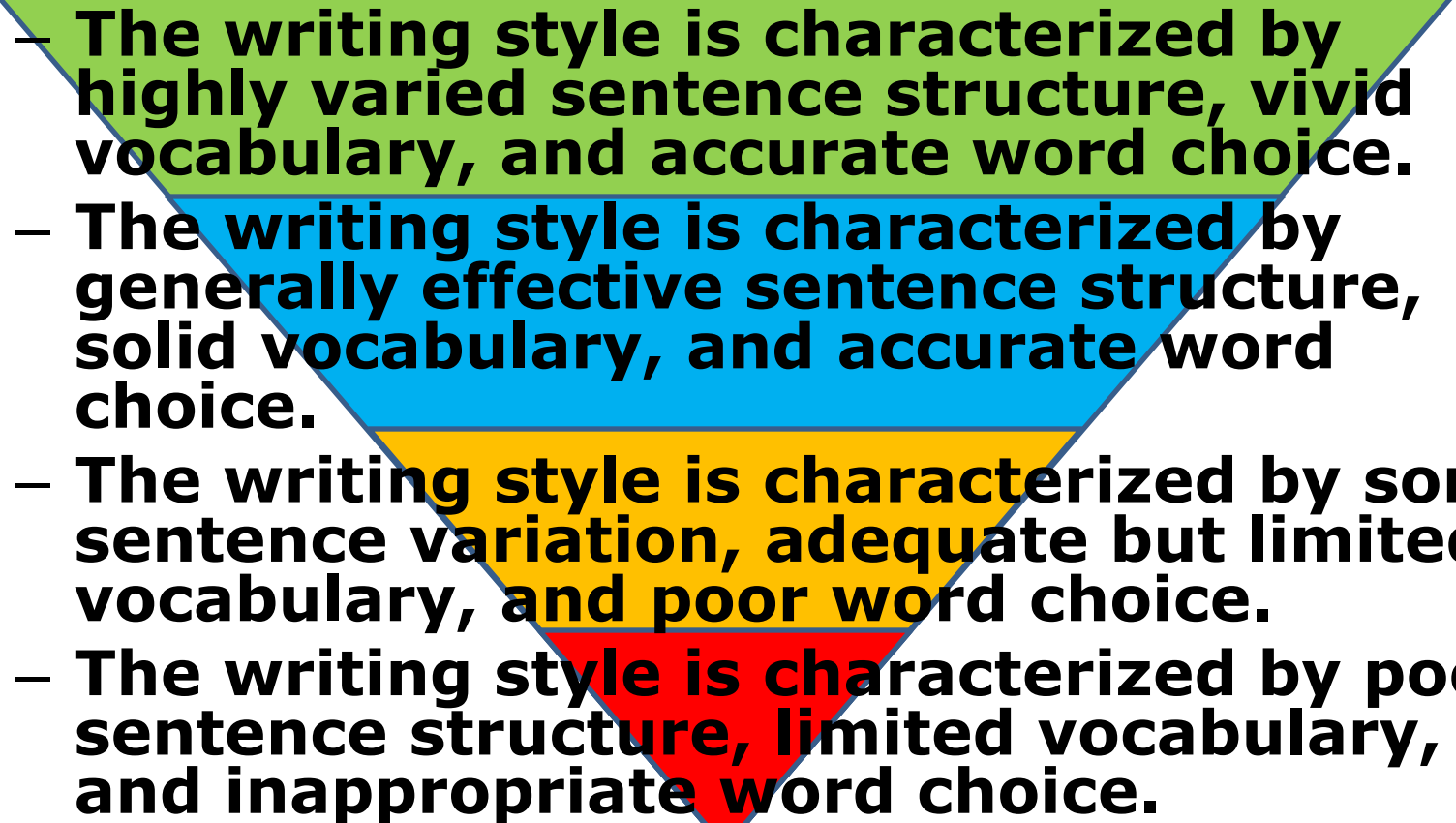
Language-related rubric aspects (Continued)

- **Mechanics**

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- **The work contains no major or minor errors.**
 - **The work contains 1–2 minor errors and no major errors.**
 - **The work contains 3–4 minor errors and no major errors.**
 - **The work contains 5 or more minor errors and some major errors.**

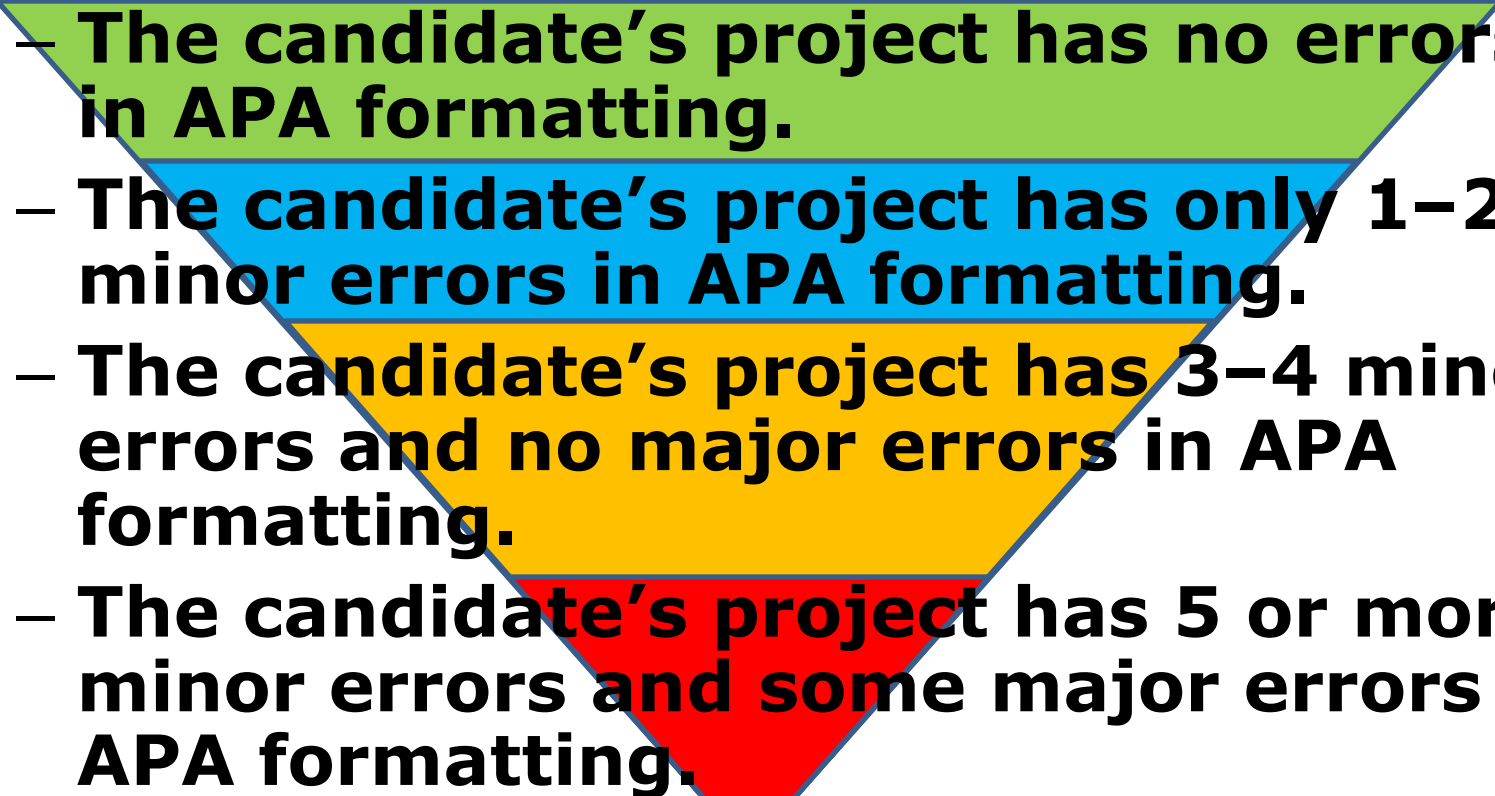
Language-related rubric aspects (Continued)

- **Style**

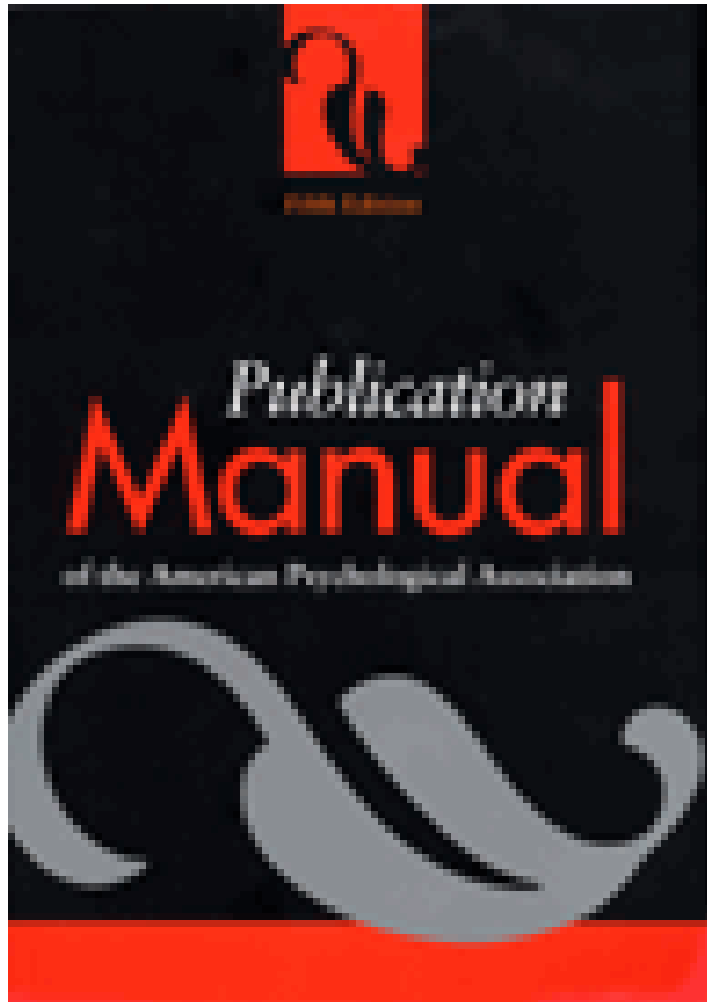
- 
- **The writing style is characterized by highly varied sentence structure, vivid vocabulary, and accurate word choice.**
 - **The writing style is characterized by generally effective sentence structure, solid vocabulary, and accurate word choice.**
 - **The writing style is characterized by some sentence variation, adequate but limited vocabulary, and poor word choice.**
 - **The writing style is characterized by poor sentence structure, limited vocabulary, and inappropriate word choice.**

Language-related rubric aspects (Continued)

- **APA Format**

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- **The candidate's project has no errors in APA formatting.**
 - **The candidate's project has only 1–2 minor errors in APA formatting.**
 - **The candidate's project has 3–4 minor errors and no major errors in APA formatting.**
 - **The candidate's project has 5 or more minor errors and some major errors in APA formatting.**

Publication Manual of the APA



Publication Manual of the APA is your guide to writing your paper. Although much of it is concerned with the preparation and submission of articles for publication in scientific journals, several chapters provide general guidance for preparing your paper.

Publication Manual of the APA

Important Chapters

- **Chapter 1. Content and Organization of a Manuscript.**
- **Chapter 2. Expression of Ideas and Reducing Bias in Language.**
This chapter provides guidance on how to address Communications Holistic, Mechanics, and Style of your paper.
- **Chapter 3. APA Editorial Style.**
This chapter provides guidance in Mechanics and Style. It also contains extensive information on the use of in-text citations of external sources.
- **Chapter 4. Reference List.**
This chapter provides information on how to prepare your reference list of external sources.
- **Chapter 6. Material Other Than Journal Articles.**
This chapter provides general information about assembling your report for submission to the assessment department for grading.

Publication Manual of the APA

Citations and References

- The purpose of listing references is to enable readers to retrieve and read the sources of information used in the paper.
- Citations in the text include the author's name and the date of publication. The page number is given for quotations.
- References contain the following elements: author, year, title, and publishing data.

APA Format Examples

Citation from a book:

Discussing the value of project management software, Schwalbe (2006) notes:

Project management software is also an important tool for developing and integrating project planning documents, executing the project management plan and related project plans, monitoring and controlling project activities, and performing integrated change control (p. 157)

Author

date

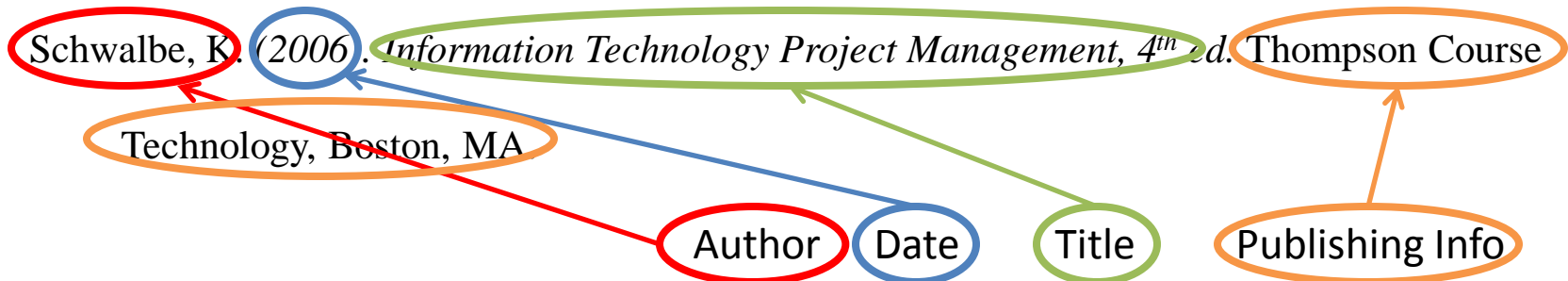
page number

Schwalbe

(2006)

(p. 157)

Reference:



APA Format Examples (continued)

Citation from an article in a journal:

According to McConnell (2006), there are five characteristics of effective cooperative learning: positive interdependence, face-to-face interactions, individual accountability, social skills, and group processing (p. 24).

Reference:

McConnell, J. J. (2006, June). Active Cooperative Learning: Further Tips and Tricks (Part 3). *Inroads: The SIGCSE Bulletin*, 38 (2), 24-28

APA Format Examples (continued)

Citation from an electronic source:



According to Roberts (2007), "It's been more than three years since NAC -- Network Admission Control -- wiggled out of the primordial ooze that was Cisco's post-boom inventory glut."

Reference:



Roberts, P. P. (2007). RSA: Security firms evolve to tackle new threats. *Infoworld*. Retrieved February 5, 2007 from http://www.infoworld.com/article/07/02/05/06NNrsaconf_1.html

Take Home message:

- Use a consistent format throughout your document.
- Pay attention to grammar, language, and spelling. Use your word-processing program's spelling and grammar checker.
- Use APA-style citations and references for external sources.
- Less than 30% of the content should come from external sources.

References used in this presentation

Capstone Course. (2007). Western Governors University, Salt Lake City, UT.

Portfolio Course. (2007). Western Governors University, Salt Lake City, UT.

Publication Manual of the American Psychological Association, 5th ed. (2001). Washington D. C.

Technical Writing Course. (2007). Western Governors University, Salt Lake City, UT.

Questions?

